

Adjutant General's Department

5/29/2014

YOUR DIRECT LINK TO State Vacancies

**POST &/or
Distribute**

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: **1-Present State employees of TAG Dept** **2-All State employees'** **3-Public**

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1,2,3	Unclassified Full-Time	NEW Industrial Mechanical Repair Technician https://www.da.ks.gov/ps/pub/reginfo.asp?id=177669	Public Works CFTA	June 13, 2014
Topeka	1,2,3	Unclassified Full-Time	Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=177659	190 th Security	June 11, 2014
Wichita	1,2,3	Unclassified Full-time	Electrician Wichita, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=177351	184 th CE Topeka	Until Filled
Topeka	1,2,3	Unclassified Full-time	Re-Opened Application Developer II Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176515	DOIT Topeka	Until Filled
Topeka	1,2,3	Unclassified Full-time	RE-POSTING Engineer Tech (GIS) Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176667	Public Works Topeka	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the

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SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Industrial Mechanical Technician Construction Facilities Maintenance Office, Fort Riley, KS

Job Summary: Full time, unclassified with benefits, state position, \$16.56 to \$21.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of **June 13, 2014**.

Job Description: Inspects, operates, maintains, modifies & repairs mechanical equipment & building systems, i.e. abrasive blast systems, compressors, electric motors, pumps, HVAC etc.; performs PM & seasonal overhauls; and installs & repairs structural components of roll-up doors & overhead hoists.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and five (5) years' experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

Resource Protection Officer State Security Forces, Air National Guard Base, Topeka, KS

Requisition # 177659 - Job Summary: Full time, unclassified with benefits, state position, \$13.61 per hour. Standard 40 hour work week with actual hours, days of work and days off to be determined. All application must be received by the closing date of June 11, 2014.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: Requires one year of armed security or police work. Possession of Air Force AFSC in Security Police &/or comparable Law Enforcement certification; or satisfactory completion of Air Force Security police augmentee training & six months of armed Air Force security police work. Education of 12 semester hours in criminal justice and 6 months armed security work may substitute for one year of experience. Requires drug screening; high school graduate or GED; must be at least age 21; no felony convictions by a civilian or military court; qualify semi-annually on duty weapons, pass annual physical fitness requirement.

Electrician 184th Civil Engineering Squadron -Wichita, KS

Requisition # 177351 - Open til Filled - Job Summary: Unclassified, Full-Time, 40 hours per week, \$17.80 - 24.03 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours to four and one-half or four days per week. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: Performs electrical systems troubleshooting throughout the base as requested by the customers or as identified by the facilities maintenance staff. This is done in order to repair and/or replace equipment in a timely and cost effective manner. This involves accurately detecting problems, planning repairs in the most efficient manner, making a readable and complete list of materials, performing repairs intended and insuring the work site is left free of debris, tools are put away; the ability to move objects weighing 80 pounds and the ability to safely work at heights up to 100 feet. Electrical systems include, but are not limited to, 12,700 volt primary system, building electrical systems, fire detention/suppression equipment grounding, cathodic protection, lightening protection, external lighting. May be required to return to work or work additional hours on occasion, overtime (FLSA as defined by K.A.R. 1-5-25 applies).

How will I be screened? (Required Qualifications): At least one year of vocational electrical training, 4 years electrical experience, Requires diagnostic and repair skills. Physical ability to lift and move objects weighing up to 80 pounds is required Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft is required. Valid Driver's License. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Will possess the projection of a professional and cooperative image, the ability to develop effective working relationships

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with a variety of persons both internal and external to the base; the ability to communicate in a clear and understandable manner in person, by phone or computer. The incumbent must present a positive image to the customer that excludes negative remarks about fellow employees, etc. He/she may be required to assist in other areas including, but not limited to, mechanical, general maintenance, grounds maintenance, limited carpentry, snow removal. No special skills are required in these areas, however a proactive, flexible attitude toward working outside the incumbent's specialty area to achieve team goals is essential. Includes duties such as grounds trash pick-up, grounds maintenance including mowing, seeding, removing weeds from landscape beds, planting and maintaining trees and shrubs, snow and ice removal, including use of removal equipment, cleaning trucks and equipment, painting and marking equipment, assisting with base supply in material and equipment pick-up and delivery, roadway maintenance, use of computers to read e-mail communication, use the Civil Engineering Work Control computer tracking system.

Applications Developer II JFHQ – DOIT - Topeka, KS

Requisition # 176515 - Job Summary: Unclassified, Full-Time, 40 hours per week. \$23.31 per hour. State benefits eligible.

Job Description: Position is primarily responsible for response to the needs of internal and external users across the state. May be required to work during emergency situations for extended periods of time.

- Other tasks include:
- Independently modifying, coding, testing debugging and/or integrating applications. Preparing systems designs; developing web applications, with an emphasis on tying web page front ends to databases; and developing new applications and embedded applications. Involves application of JAVA, ASP, PHP and .net languages
- Working with staff from software provider and internal and external customers.
- Training on applications.

How will I be screened? (Required Qualifications): Two years of experience in web development with XML and HTML and one year of experience in coding, testing, debugging and documenting application programs. Closely related education and/or certifications may substitute for all but one year of the web development experience. Valid driver's license is also required. Must be able to obtain and maintain favorable FBI and SAC checks and any other security background checks as may be deemed appropriate. Must have solid communications skills to effectively work with both technical and non-technical individuals and establish valuable working relationships. Must be able to work effectively under stressful conditions for extended periods of time. Must be able to work independently and have strong organization skills.

Preferred Applicants: Will possess an Associate's Degree in computer science or related field or 24 hours in computer sciences and/or 2 years' experience coding, testing and debugging, and documenting application programs preferred. 2 years' experience in XML, JAVA, ASP, PHP, Ne languages, HTML, Access and MS SQL.

Engineering Technician JFHQ - Public Works - Topeka, KS

Requisition# 176667 – Open Until Filled - Job Summary: Unclassified, Full-time, 40 hours per week, \$15.75 - \$21.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The primary responsibility of the Engineering Technician is: Data Entry, Mining and Management;

- Support the GIS program
- Support the energy Utility Data Program
- Assist the GIS Coordinator with Cartography/ Mapping

How will I be screened? Required Qualifications: Three (3) years of education and/or experience in database management, geographical information systems, or digital spatial databases and analysis. Associates degree in geography or computer science or twenty four (24) academic hours in computer science, geography, cartography and/or related math and science. Training in Energy management, database management and/or cartography. Education may be substituted for experience as determined relevant by the agency. All applicants must have good organizational skills, the ability to write in a clear, concise format, the ability to work independently with limited oversight by the supervisor and the ability to finish projects accurately and in a timely manner. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Will possess experience in the physical sciences, including physics, and utility data knowledge/management; Certificates or work experience or training in the energy field, such as Certified Energy Auditor, certificates of ESRI, authorized ArcGIS training or Engineering Technical School with emphasis on GIS and Field Surveying. Proficiency in ESRI, ArcGIS. Familiarity with Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE), experience with mapping grad GPS equipment and post processing software. General knowledge and application of a variety of software, including but not limited to:

- UM Pro (or equivalent)
- AutoCAD
- Microsoft Office (most importantly, EXCEL)
- SQL
- Python programming
- Pathfinder Office
- TerraSync

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